

Date: [Insert Date]

Lender/Obligee: [Insert Name of Lender/Entity]

Address: [Insert Address]

Guarantor: [Insert Name of Guarantor]

Address: [Insert Address]

RE: Partial Release of Personal Guaranty - [Insert Loan/Account Number]

To [Insert Name of Contact Person or Department],

This letter serves as a formal agreement regarding the partial release of liability for **[Insert Guarantor Name]** (the "Guarantor") under the personal guaranty dated **[Insert Date of Original Guaranty]** (the "Guaranty") related to the obligations of **[Insert Primary Borrower Name]**.

Pursuant to the terms agreed upon, the Lender hereby releases the Guarantor from a portion of their obligations. The terms of this partial release are as follows:

- **Reduced Liability Amount:** The Guarantor's maximum liability is hereby reduced from [Insert Original Amount] to [Insert New Reduced Amount].
- **Released Obligations:** The Guarantor is hereby released from any liability pertaining specifically to [Insert specific portion of debt, e.g., interest accrued after a certain date, or specific line of credit].
- **Remaining Liability:** The Guarantor remains fully liable for [Insert remaining obligations, e.g., the principal balance of the loan] subject to the terms of the original Guaranty.

Except as expressly modified by this Partial Release, all other terms and conditions of the original Guaranty remain in full force and effect. This release is contingent upon [Insert conditions, e.g., a one-time payment of \$X, or no further defaults].

Please acknowledge your agreement to this partial release by signing in the space provided below.

Sincerely,

[Authorized Signature of Lender]

[Printed Name and Title]

Acknowledged and Agreed:

[Signature of Guarantor]

[Date]